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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Executive

DATE: 13 January 1949

FROM : Services Officer, CIA

SUBJECT: Handling of Signal Requisitions and Equipment

1. Attached hereto is a procedural guide agreed to by the individuals concerned regarding the handling of signal equipment. It was agreed that the attached procedures are workable, but, with experience, slight changes must, of necessity, be made.

2. These procedures do not go into minute details, but cover the subject rather broadly, and it is believed they will be a start in the right direction, as no written procedures of any kind have heretofore been made.

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Attachment

Services Officer

Five. Please maintain this in your records. However, a copy should be filed in Central Records of CIA.
103

cc of att. sent to:

1 - Central Records

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